



Office of the City Clerk

Weekly Report – for Week Ending October 28, 2016

OFFICE OF THE CITY CLERK – PROJECTS AND STATUS

Elections

To date, 857 polls, representing 60% of the total needed for the March 7, 2017 Primary Nominating Election, have been recruited.

Staff is being trained on how to guide candidates through the *Declaration of Intention to Become a Candidate* process and preparing for the upcoming *Candidate Workshops and Petition Circulating Workshops*, which will be held on Saturday, October 29 and Saturday, November 5.

Voter Information Pamphlets for the November 8 election, including non-English pamphlets, will be mailed by October 26.

Beginning this week, staff will be assisting the Los Angeles County Registrar-Recorder/County Clerk by fielding phone calls from voters for the November 8 Election.

Council and Public Services

The third of four electronic speaker card kiosks was installed in the City Clerk lobby. Testing during two live Council meetings was also conducted. Implementation is still on schedule for November.

Business Improvement Districts

On October 25, 2016, the Jobs Committee approved the Comprehensive Job Plan which included cooperation with the Economic and Workforce Development Department and City Clerk. The City Council approved the report on October 26.

Records Management

There are approximately 150,000 LAPD boxes still in storage with the old vendor, Iron Mountain. To date over 60,000 boxes have been transferred from the old records storage provider to the new one, Storetrieve. The rate at which the old vendor releases boxes is inadequate to complete the transfer by the end of the contract. This Office continues to work with the City Attorney to negotiate a higher rate with Iron Mountain.

An intern has been hired to help process the memorabilia donated to the City Archives from former Councilmember Tom LaBonge.

Systems

The Business Improvement District (BID) web portal went live early this week resulting in approximately 30 hours of labor savings for each BID.



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Administrative Services

The Neighborhood Council Funding Program discovered 63 Neighborhood Councils in violation of the Monthly Expenditure Reports policy. (NCs are to submit MERs 10 days after the close of their regular meetings.) Staff called and worked with board members to great effect: the number of NCs out of compliance dropped from 63 to four.

The NC Funding Program is considering changes to current policies/procedures. Recommended changes will include the integration of a new banking system, innovations to simplify the reporting procedures for the NCs, and improving the approval process for funding requests.

The Office of Finance believes it will be able to finalize an agreement with Union Bank by mid-November. Union Bank is currently providing financial services to the NC system and is without a contract. Finalizing an agreement will lend continuity and stability to the NC Funding program, while integrating speedier processing and ease-of-use for NC users.

Issue(s)

The Council live meeting streaming has not been working for the past two weeks due to a network upgrade by the Information Technology Agency. A problem ticket has been opened and ITA is looking into the problem.

Upcoming

None.